



DEPARTMENT OF PERSONNEL

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MEMO PERD #37/03

December 10, 2003

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: FAMILY AND MEDICAL LEAVE ACT UPDATES

Enclosed is a revised Family and Medical Leave Act (FMLA) Overview. This overview includes up-to-date information and forms regarding the administration of FMLA leave including regulation changes that became effective October 30, 2003.

Items of significant importance:

- NAC 284.5811, was amended to require an employee to exhaust all forms of paid leave time for which he is eligible concurrently with leave designated under the FMLA, prior to using leave without pay. Employees on workers' compensation leave due to their own serious health condition may not be required to use paid leave while receiving workers' compensation benefits, but the leave time will be designated under the FMLA leave.
- If a holiday occurs on the regular workday of an employee on FMLA, the holiday will be counted as part of the employee's 12-week entitlement. If the employee is eligible for holiday pay, the employee's timesheet will be coded with the new payroll leave code of UFMHL - FMLA Holiday Leave. If the employee is not eligible for holiday pay, one of the existing FMLA codes will apply, e.g., UFMLP - FMLA Leave Without Pay.

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Please see that appropriate personnel including supervisory and managerial staff and payclerks, as appropriate, are notified of the changes. The FMLA Overview and forms are available on our website at <http://dop.nv.gov/> and by calling the Department of Personnel at 684-0119.

If you have any questions regarding the enclosed documents, please contact Shelley Blotter at 684-0111.

JG:sb/sq

Enclosure